Item Record

_____ **H1**. Verify that the location code in the holdings record matches the location code in the item record. If they do not match, and you are not sure which location is correct, ask your manager.

_____ **H2**. Items with a LSF flag should generally have another location, likely sml. The location in the holdings record and the item record and the item type should reflect the non-LSF location. They will all be flipped to the corresponding LSF data once the item is sent to LSF to be ingested.

_____ **H3**. Format and location changes may affect the validity of the item type. If you are doing basic SML cataloging, you would not ordinarily be processing media items unless they are accompanying material. Refer to: Item Types and Statistical Categories [1].

_____ **H4**. If there is any accompanying material, make sure the value in the number of pieces is accurate and recorded in the Note field and the Pieces field at the bottom of the record.

_____ **H5**. If the item record is for accompanying media, check that the Item Statistical Category correct. Refer to: Item Types and Statistical Categories [1].

_____ **H6**. When charging an item record to Preparations, double-check the title in the Circulation module to verify that the item record is linked to the correct book.

Source URL:https://web.library.yale.edu/cataloging/cms/basic-copycat-checklist/item

Links
[1] https://web.library.yale.edu/cataloging/smlbass-policies-processes-media/item-types